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ZAMBIA

**WOMEN AT WORK COORDINATOR
JOB ANNOUNCEMENT (AID-007-15)**

- OPEN TO:** All Interested Candidates
- POSITION:** Women at Work Coordinator
- OPENING DATE:** May 29, 2015
- CLOSING DATE:** June 19, 2015
- WORK HOURS:** Full-time; 40 hours/week
- SALARY RANGE:** Salary to be negotiated based on experience and salary history

USAID/Zambia has an immediate opening for a Woman at Work Coordinator. The Women at Work Coordinator will be based at the Zambian Ministry of Gender and Child Development and will be responsible for coordinating all aspects of the Women at Work activity.

BASIC FUNCTION OF POSITION

Establish Program

- Finalize Women at Work agreement between USAID/Zambia and the Ministry of Gender and Child Development (if required)
- Develop exceptional working relationships with staff at USAID/Zambia and appropriate Government of Zambia Ministries
- Simultaneously develop and monitor internship and mentoring components of Women at Work

General

- Publicize Women at Work throughout Zambia in order to secure internship sites and mentors
- Support the Ministry of Gender and Child Development in the implementation of Women at Work.
- Ensure inclusion of rural women in internships and mentorships
- Support Ministry of Gender and Child Development staff in their capacity development Develop policies and procedures for all aspects of Women at Work program
- Create a program book outlining the program goals, objectives, requirements and activities

Internship Site Development and Placement Process

- Research and identify prospective internship sites, specifically targeting rural women
- Interview and select one-year internship hosts in the following sectors: Business and Entrepreneurship (including agri-business and agriculture), Civic Leadership (including rural organizations), and Public Management (including rural organizations)

An Equal Opportunity Employer

- Create, track and maintain database of potential and actual internship sites

Intern Selection

- Develop Women at Work internship application
- Publicize Women at Work throughout Zambia, beginning with all women finalists of the Mandela Washington Fellowship
- Ensure that all finalist candidates are interviewed
- Match internship sites with Women at Work candidates

Intern Experience

- Monitor participant/supervisor relationship for professional development and enhancement of professional skill sets
- Serve as a liaison between the participant and the internship supervisor for problems that may occur
- Develop relationship with internship supervisor and internship site that promote collaborative learning and empowerment
- Provide guidance for participants throughout the internship experience. Ensure that regional, small group meetings occur at least three times per year and focus on professional development, workplace safety and community involvement
- Communicate policies, including financial payment procedures, to both participants and internship sites

Mentor Development and Placement Process

- Research and identify prospective mentor with the assistance of NGOCC
- Interview and select one-year mentors in the following sectors: Business and Entrepreneurship (including agri-business and agriculture), Civic Leadership (including rural organizations), and Public Management (including rural organizations)
- Create, track and maintain database of potential and actual mentors

Mentor Selection

- Develop Women at Work internship application
- Publicize Women at Work throughout Zambia, beginning with all women finalists of the Mandela Washington Fellowship
- Ensure that all finalist candidates are interviewed
- Match mentors with Women at Work candidates

Mentor Experience

- Monitor participant/supervisor relationship for professional development and enhancement of professional skill sets
- Serve as a liaison between the participant and the mentor for problems that may occur
- Develop relationship with mentors and participants that promote collaborative learning and empowerment
- Provide guidance for participants throughout the internship experience. Ensure that regional, small group meetings occur at least three times per year and focus on professional development, workplace safety and community involvement
- Communicate policies and expectations to both mentor and participant

Monitoring and Evaluation

- Monitor all aspects of Women at Work activity, including number of internships that led directly to employment of the intern; number of intern hosting organizations and mentors who took on

additional interns/mentees after the first round; number of interns/mentees proving understanding of Zambia laws related to gender, workplace issues and female empowerment; geographic disbursement of interns/mentees (rural vs. urban, by province, etc.); and diversity of sector represented by interns hosting organizations and mentees.

- Report quarterly on the status of these results

QUALIFICATIONS REQUIRED

Education:

Possession of a bachelor's degree in agriculture, education or related field required. Master's degree preferred

Prior Work Experience:

At least seven to ten of experience in working with young women in advising, mentoring, or related field. Private and/or rural development sector experience desired. Ability to conduct training programs/seminars/workshops for internship hosts and mentors. Ability to manage multiple projects and work collaboratively.

Knowledge and Skills: Ability to conduct training programs/seminars/workshops for internship hosts and mentors, ability to manage multiple projects and work collaboratively. Proven ability to articulate organizational objectives and development goals and independent judgment and initiative.

Language Proficiency (level and specialization): Fluency in spoken and written English at Level IV is required. Outstanding communication and negotiation skills are also required.

Computer Skills: Demonstrated experience with MS Excel, MS Word, and administration required. Working knowledge of MS PowerPoint preferred.

Physical Abilities:

Specific vision abilities required by this job include close vision, distance vision, precise hand-eye coordination, and the ability to identify and distinguish colors. Employee may need to lift and/or move up to 25lbs.

POSITION ELEMENTS

- a. Supervision Received:** The incumbent will work under the direct supervision of the Young Professional Advisor at USAID/Zambia.
- b. Available Guidelines:** USAID policies, regulations, handbooks and procedures.
- c. Exercise of Judgment:** Incumbent has considerable latitude in carrying out work and is expected to exercise judgment in carrying out his/her duties. Desired results are outlined in broad terms. An ability to manage interrelated tasks and be able to work independently with minimum supervision is critical.
- d. Authority to Make Commitments:** N/A.

- e. **Nature, Level and Purpose of Contacts:** Represents USAID on a broad set of issues relating to women at work coordinator.
- f. **Supervision Exercised:** N/A.
- g. **Time Requirement to Perform Full Range of Duties:** One year.

TERMS OF APPOINTMENT

Subject to availability of funds, this will be a one year contract, with an option to extend, depending upon continuing need of the services.

BENEFITS

Benefits will be offered in accordance with relevant Agency regulations.

APPLYING:

Qualified candidates should send:

1. A formal application letter or cover letter;
2. A current CV;
3. Photocopies of all professional certificates and degrees;
4. A fully complete application form DS-174 (available online at <http://www.state.gov/documents/organization/136408.pdf>); and
5. Contact information for at least three professional references.

The complete position description listing all duties and responsibilities is available on USAID/Zambia website: <http://www.usaid.gov/zambia/careers>.

SUBMIT ALL APPLICATION MATERIALS TO:

EXOZambiaHR@usaid.gov (E-mailed applications required.)

The email subject heading *must* read:

Application: Women at Work Coordinator, AID-007-15

Only short listed candidates will be contacted.